

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Mission Oriented Business Integrated Services

STANDARD INDUSTRY GROUP: 874

SERVICE CODE: R499

Contract number: GS-10F-0136X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: March 11, 2011 to March 10, 2016

INSIGHT POLICY RESEARCH INC

1901 NORTH MOORE STREET

SUITE 601

ARLINGTON, VA 22209-3199

Phone: 703-504-9483 FAX: 703-504-9481

E-mail: bjohnson@insightpolicyresearch.com

Contractor's internet address/web site where schedule information can be found: www.insightpolicyresearch.com

Business size: Small

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

874-1, 874-1RC, 874-3, 874-3RC

SERVICE	PRICE
Executive Project Director	\$196.55
Project Manager	\$145.27
Senior Researcher I	\$170.83
Senior Researcher II	\$204.75
Qualitative Director	\$133.13
Communications Specialist	\$133.13
Subject Matter Expert	\$178.79
Sampling Statistician	\$197.45
Statistician I	\$132.15
Statistician II	\$161.14
Editor	\$66.23
Technical Writer	\$94.09
Research Analyst I	\$66.23
Research Analyst II	\$93.57
Research Analyst III	\$97.03
Field Interviewer	\$55.83
Executive Interviewer	\$70.89
Administrative Assistant	\$63.55
Survey Associate	\$73.69
Survey Supervisor	\$133.59
Qualitative Research Associate	\$73.69

SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Title	WD Number
Administrative Assistant	01020	Administrative Assistant	05-2103
Technical Writer	30463	Technical Writer III	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Field Interviewer \$55.83

1c. Position Descriptions:

Position Title	Responsibilities and Requirements
Executive Project Director	Functions as a corporate monitor overseeing all deliverables and ensuring that all products and deliverables are timely, within scope and of the highest quality. Provides oversight of the Project Manager. Provides oversight and assures appropriate execution of all major project activities. Provides final review of all project deliverables. Requirements: Minimum of 15 years of experience and a Masters Degree
Project Manager	Functions as leader of the program for duration of project. Provides strategic direction, project management, and technical guidance and oversight to project team. Acts as liaison with the technical representative of the agency and all partner organizations and staff in performance of requirements of the tasks assigned under the contract. Organizes, directs, coordinates, and supports the planning and execution of all project activities and deliverables. Requirements: Minimum of 8 years of experience and a Masters Degree.
Senior Researcher I	Possesses expertise and experience in designing and implementing all phases of the research process. Plans and conducts literature and data review, data collection, data analysis, program evaluation and assessment, writing, and quality assurance review. Makes recommendations for policy, program, or process improvements. Oversees and coordinates work of Research Associates and Data Analysts. Requirements: Minimum of 8 years of experience and a Doctorate Degree.
Senior Researcher II	Possesses national expertise and experience in designing and implementing all phases of the research process. Plans and conducts literature and data review, data collection, data analysis, program evaluation and assessment, writing, and quality assurance review. Makes recommendations for policy, program, or process improvements. Oversees and coordinates work of Research Associates and Data Analysts. Requirements: Minimum of 15 years of experience and a Doctorate Degree.
Qualitative Director	Possesses expertise and experience in qualitative methods, including study design, data collection, and analysis. Directs and manages data collection efforts, including design of data collection tools. Cleans and prepared data for analysis. Monitors project expenditures and perform project management functions. Requirements: Minimum of 8 years of experience and a Doctorate Degree.
Communications Specialist	Conducts audience analysis and segmentation, behavioral objectives, communication channels, and theoretical constructs. Develops message conceptualization and materials development, identifies communication channels, and produces creative executions. Executes program monitoring to measure the program's performance in terms of process outcomes and assessing impact evaluation. Requirements: Minimum of 8 years of professional experience and a Masters Degree
Subject Matter Expert	Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of management. Must be well-read and published in subject field. Requirements: Minimum of 10 years of professional experience and expertise, of which at least 8 years experience is directly relative to subject matter, and a Masters degree.
Sampling Statistician	Possesses expertise and experience in quantitative sampling, weighting, and variance estimation. Conducts data collection efforts, including programming software. Cleans and prepared data for analysis. Must be proficient in at least two statistical software packages

	Requirements: Minimum of 10 years of experience and a Master's Degree.
Statistician I	<p>Possesses expertise and experience in quantitative data collection and analysis. Manages data collection efforts, including programming software. Cleans and prepared data for analysis. Develops statistical findings from data sets. Monitors project expenditures and perform project management functions. Must be proficient in at least two statistical software packages. Works under direction of Statistician II.</p> <p>Requirements: Minimum of 5 years of experience and a Master's Degree.</p>
Statistician II	<p>Possesses expertise and experience in developing surveys, collecting data, and analyzing results. May include developing survey instruments, preparing training materials, and conducting pretests. Manages data collection efforts by training interviewers. Oversees development of statistical findings from data sets. Monitors project expenditures and perform project management functions. Participate in qualitative data collection activities such as focus groups and site visits. Directs Statistician I-level personnel.</p> <p>Requirements: Minimum of 10 years of experience and a Masters Degree.</p>
Editor	<p>Reviews and edits all deliverables for content, grammar, and adherence to initial purpose and guidelines for document. This may include document formatting, layout, and production as well as merging or synthesizing numerous part into onto cohesive document. Editing may be done during final quality assurance process on a given deliverable or at many points during the development and refinement of a deliverable.</p> <p>Requirements: Minimum of 5 years experience writing research report, policy papers, memos, etc. and Bachelor's Degree with major or concentration in discipline that requires rigorous writing.</p>
Technical Writer	<p>Develops materials such as reports, memos, manuals and guides, summaries, proposals, etc. to meet the needs of clients. May also develop charts, diagrams, graphs, tables, and other visual supports to primary documents. May involve synthesis of information and materials from a variety of persons and sources.</p> <p>Requirements: Minimum of 5 years experience writing research report, policy papers, memos, etc. and a Master's Degree with major or concentration in discipline that requires rigorous writing.</p>
Research Analyst I	<p>Provides analytical support in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. May make recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 2 years of experience and a Master's Degree.</p>
Research Analyst II	<p>Provides analytical support in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. Makes recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 4 years of experience and a Master's Degree.</p>
Research Analyst III	<p>Provides analytical support and basic direction in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. Makes recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 8 years of experience and a Masters Degree.</p>
Administrative Assistant	<p>Provide clerical, logistical, and secretarial support services, such as travel arrangements, project reporting, scheduling, supply ordering, messaging, word processing, and photocopying. Must be proficient in Microsoft Office programs to assist in formatting, editing, and publication of reports, tables, diagrams, and presentations.</p> <p>Requirements: Minimum of 2 years of experience and a Bachelor's Degree.</p>
Executive Interviewer	<p>Responsible for engaging and interviewing the study participants, collecting information, data entry, and participating in ongoing quality assurance procedures. Conducts telephone interviews in support data collection efforts. May also involve transcribing or taking notes on interviews. Supervises field interviewers. Works under the supervision of Survey Researcher.</p> <p>Requirements: Minimum of 5 years of experience and a Bachelor's Degree.</p>
Field Interviewer	<p>Conducts telephone interviews in support of data collection efforts. May be responsible for some data entry. May also be involved in transcribing or taking notes on interviews.</p> <p>Requirements: Minimum of 2 years of experience and an Bachelor's Degree.</p>
Survey Associate	Contributes to development and design of surveys, analysis of research results, support of client analyses, and creates and presents reports. May conduct data collection activities.

	May make recommendations for survey design or process improvements. Supervised by Survey Researcher. Requirements: Minimum of 2 years of experience and a Bachelor's Degree.
Survey Supervisor	Responsible for overseeing activities during data collection phase for projects requiring survey research. Oversees personnel involved in data collection and data entry. Requirements: Minimum of 8 years of experience and a Master's Degree.
Qualitative Research Associate	Conducts qualitative research, including study design, data collection, and analysis. Supports data collection efforts, including design of data collection tools, and cleaning and preparation of data for analysis. Performs activities under supervision of the Qualitative Director. Requirements: Minimum of 5 years of experience and a Master's Degree.

2. Maximum order. \$1 million

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). 50 United States; District of Columbia; Puerto Rico

5. Point(s) of production (city, county, and State or foreign country). Not applicable.

6. Discount from list prices or statement of net price. Net prices are set forth above.

7. Quantity discounts. None

8. Prompt payment terms. ½% 20 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

11a. Time of delivery. (Contractor insert number of days.) As negotiated

11b. Expedited Delivery. Contact the Contractor.

11c. Overnight and 2-day delivery. Contact the Contractor.

11d. Urgent Requirements. Contact the Contractor.

12. F.O.B. point(s). Destination

13a. Ordering address.
1901 NORTH MOORE STREET
SUITE 601
ARLINGTON, VA 22209-3199

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address.
1901 NORTH MOORE STREET
SUITE 601
ARLINGTON, VA 22209-3199

15. Warranty provision. None

16. Export packing charges, if applicable. None

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None

18. Terms and conditions of rental, maintenance, and repair (if applicable). None

19. Terms and conditions of installation (if applicable). None

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). None

20a. Terms and conditions for any other services (if applicable). None

21. List of service and distribution points (if applicable). None

22. List of participating dealers (if applicable). None

23. Preventive maintenance (if applicable). None

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). None

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable

25. Data Universal Number System (DUNS) number. 015527489

26. Contractor is registered in the Central Contractor Registration (CCR) database.